

ODP-0-930
17 JUL 1980

MEMORANDUM FOR: Deputy Director of Administration

FROM: Bruce T. Johnson
Director of Data Processing

STATINTL

SUBJECT: Full-time External Training [REDACTED]

STATINTL 1. Action Requested: Paragraph six below contains a recommendation that you approve one academic year of full-time external study for [REDACTED] request has received the endorsement of the MZ Career Board which selected her as one of two recipients of the ODP Fellowship Program.

STATINTL [REDACTED]

STATINTL Ms. [REDACTED] has been accepted to the Graduate School of [REDACTED] effective the Spring semester of 1980. However, she wished to defer pursuing a full-time course of study until September 1980. Her speciality within the business program will be Information Sciences. The attachment to this memorandum presents the courses Ms. [REDACTED] will take for the academic year.

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STATINTL 4. The cost to the Agency for the academic year of Ms. [REDACTED] schooling will be approximately \$1,300. Funds to meet this requirement have already been obligated in ODP's FY-80 training budget. ODP intends to carry Ms. [REDACTED] in a duty status during the two semesters she is in school.

STATINTL

5. Staff Position: Ms. [REDACTED] has definite potential to become a project manager within the next few years. She combines the excellent qualities of an exceptional computer programmer and a strong manager of people. Her dedication, drive, and energy is reflected in every task assigned to her and she is able to impart these same attributes to fellow co-workers in the capacity of Team Leader. The MZ Career Board feels that ODP and the Agency will reap the benefits of her broad experience and expertise by sponsoring Ms. [REDACTED] for the year of academic study at George Mason University.

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6. Recommendation: In view of the staff position in paragraph five, I recommend that you endorse the MZ Career Board's decision by approving Ms. [REDACTED] request for one year of academic training beginning September 1980.

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/s/ Bruce T. Johnson

Bruce T. Johnson

Approved:

Deputy Director of Administration

Date

Disapproved:

Deputy Director of Administration

Date

Distribution:

Orig & 1 - Addressee
1 - ODP Registry
2 - ODP Personnel
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DC/AS/ODP/kcd/[REDACTED] 16Jul80

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ATTACHMENT

Listed below is a summary of the courses planned for a full-time, two semester grant. The course descriptions follow the summary with justification provided for those courses not specifically in the data processing field.

First Semester	BUAD 501	Managerial Accounting
	BUAD 532	Computer Based Information Systems
	BUAD 533	Management of the Computer Resource
	BUAD 591*	Cases in Organizational Behavior
Second Semester	BUAD 511	Cases in Financial Administration
	BUAD 521	Cases in Managerial Marketing
	BUAD 534	Analysis and Design of Computer Systems
	BUAD 556	Computer Simulation

*BUAD 531, Computer Systems for Management, is a pre-requisite for all the data processing courses above (532, 533, 534, and 556). I plan to take it during the summer session in 1980. If it is not available, however, it will be taken during the first semester above in place of 591. 591 would then be taken during the second semester in place of 521.

In the event that some of the courses are not available (either not offered or schedule conflicts preclude taking them), one or more of the following classes would be substituted (descriptions of these courses are also included in the following pages).

Substitutions	BUAD 554	Contemporary Issues in Decision Analysis
	BUAD 598	Business Policy

Course Descriptions

BUAD 501 Managerial Accounting

This course covers the use of accounting data for financial planning and control. Topics include relevant costing, budgeting and measurement of performance. All of the topics covered are those which would assist an ODP project leader or manager in his job. ODP projects must be costed and budgeted and the performance evaluated upon completion.

BUAD 511 Cases in Financial Administration

Applying the theories of finance to the formulation and application of policies. Internal financial analysis; financial forecasting; management of assets, rate-of-return; capital formation. Lecture and discussion.

Since ODP works in an environment where projects must be justified based on cost and benefits and where estimations of cost are very important, this course should contribute to the skills needed in this area of project leadership and management.

BUAD 521 Cases in Managerial Marketing

The application of qualitative and quantitative techniques in approaching various marketing situations. Emphasis on the use of marketing research, product planning, pricing, and target market determination. Case discussion; readings.

This course should prove useful to a future ODP manager because ODP frequently goes out into the marketplace as a consumer. An understanding of marketing theories should make an ODP manager a better (wiser) consumer.

BUAD 531 Computer Systems for Management

Study of computers and their effect on management process. Approaches to analysis, design, implementation, and use of computer information systems. Both hardware and software. Lecture and laboratory.

This course is a prerequisite to all the other data processing courses listed below (BUAD 532, 533, 534 and 556). I plan to take it during the summer of 1980, but if it is not available, it will be taken in the first semester in place of 591. 591 would then be shifted to the second semester in place of 521.

BUAD 532 Computer Based Information Systems

This course examines the organization, development, evaluation and management of computer based information systems from the perspective of both users and developers. A term project involving one of the phases of analysis/design, implementation or evaluation of a management information system is required. Lecture, cases and discussion.

BUAD 533 Management of the Computer Resource

Managerial involvement with the computer resource is examined from a variety of viewpoints from management of the facilities themselves, through higher level supervision via steering committee membership, to participation in the resource through the role of user. Case discussions are used to develop and understanding of the information needs necessary to manage the computer resource.

BUAD 534 Analysis and Design of Computer Systems

A comprehensive coverage of the computer systems life cycle with emphasis on information requirements analysis, feasibility studies, system design, equipment selection, and the implementation process. Student teams will be assigned system development projects to work with users to define system requirements and to prepare implementation plans.

BUAD 554 Contemporary Issues in Decision Analysis

Application of analytic reasoning and skills to practical problems in business administration. Designed for students in all traditional areas of business to enhance their abilities to confront complex decisions from a managerial perspective. Problem structure, analysis and solution implementation, emphasizing contemporary approaches to decision analytic techniques. Lecture and cases.

A large part of a project leader's and manager's jobs consists of complex problem solving. This course should develop the necessary skills for that task.

BUAD 556 Computer Simulation

Computer simulation as a scientific methodology, emphasizing model development, implementation, and analysis of results. Applications to such areas as corporate planning, operations analysis and numerical analysis. Project, lecture and laboratory.

BUAD 591 Cases in Organizational Behavior

Study and application of principles of individual and group behavior to the solution of human problems in organizations. Relationships with superiors and subordinates in formulating and accomplishing personnel policies. Case discussion, readings, and research.

This course will develop the personnel management skills needed by ODP project leaders and managers.

BUAD 598 Business Policy

Examines entrepreneurial functions in business; determination of the field of business in which the firm will operate, its goals, corporate strategy to research these goals, and major policies to implement the corporate strategy. Cases, readings and discussion.

While this course appears to be aimed more at private industry than at government, the functions of setting goals and policies and determining strategies to meet the goals are as important to the government manager as to one in private industry.